

## USE OF COLLEGE FACILITIES AND EQUIPMENT POLICY

<b>Policy Name</b> Use of College Facilities and Equipment	<b>Responsible Owner</b> VP Finance and Corporate Services	<b>Created</b> 1986 April
<b>Policy Number</b> A-1.04	<b>Approval Body</b> NLC Policy Committee	<b>Last Reviewed/Revised</b> 2009 October
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### TABLE OF CONTENTS

- PURPOSE
- SCOPE
- DEFINITIONS
- POLICY STATEMENTS
- SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- RELATED ACTS AND REGULATIONS
- RELATED COLLECTIVE AGREEMENTS

### PURPOSE

Northern Lights College aims to be a key community hub by allowing external users, like local organizations and staff, to use its facilities, supporting activities that strengthen the community.

### SCOPE

This policy excludes Northern Lights College Student Association, Northern Lights College Foundation, and University of Northern British Columbia.

### DEFINITIONS

**External Users:** individuals or groups not directly affiliated with Northern Lights College who are granted access to the College facilities for various activities

**Facilities:** all College owned or leased spaces, both indoor and outdoor, including the airspace above.

**Non-Profit Organization:** associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

**Registered charities:** charitable organizations, public foundations, or private foundations that are created and reside in Canada. They must use their resources or charitable activities and have charitable purposes that fall into one or more of the following categories:

- the relief of poverty
- the advancement of education
- the advancement of religion
- other pursuits that benefit the community

## **POLICY STATEMENTS**

Northern Lights College maintains a transparent and equitable process for allocating space on campus to external users.

Northern Lights College activities have priority use of all facilities. Northern Lights College reserves the right to re-allocate space to meet changing needs and priorities. External requests will be handled on a first come first served basis. The Campus Administrator is the final authority should discrepancies arise.

Specialized facilities may not be available for general use such as when they require specialized skills or they contain sensitive equipment. The Campus Administrator, along with the Director of Facilities determines which spaces are available for public use and whether a college employee must be present during use.

*Application for Facility Use and Facility Use Agreement* must be completed, signed and approved prior to the booking.

Competitive pricing for space rentals will be established by the tuition and fees committee.

Local non-profit organizations or registered charities may request fee waivers for space rentals. Additional fees for set up, cleaning, or use of equipment or furniture may be charged. Final approval and determination of any fee waivers and charges will be the responsibility of the Campus Administrator.

Northern Lights College facilities shall only be used for purposes that do not directly or indirectly contravene provisions of any statute, regulation, by-law, enactment, or otherwise, of Canada, British Columbia or local municipalities.

The use of Northern Lights College facilities does not imply endorsement of an activity by the College. Wrongly implied endorsement may result in the cancellation of present and future use of facilities.

Fee Waiver requests for staff use of Northern Lights College facilities is limited to personal events only, for example birthday parties, with a limit of 20 people.

## **SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

- Application for Facility Use Form
- A-4.01 Campus/Student Access by Federal, Provincial or Municipal Election Candidates
- A-5.07 Access for Advocacy Purposes
- A-1.01 Alcohol Use on College Property
- A-5.21 Animals and Pets on Campus

- Timetabling Policy (Pending)
- A-5.14 Sponsorship/Participation in Community Fundraising Events
- Terms of Reference Tuition and Fees Committee

**RELATED ACTS AND REGULATIONS**

N/A

**RELATED COLLECTIVE AGREEMENTS**

N/A